## THE UNDER SECRETARY OF THE NAVY
### WASHINGTON. D.C. 20350-1000

1 November 2001

MEMORANDUM FOR VICE CHIEF OF NAVAL OPERATIONS
ASSISTANT COMMANDANT OF THE MARINE CORPS
ASSISTANT SECRETARY OF THE NAVY (FM&C)
ASSISTANT SECRETARY OF THE NAVY (RD&A)
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SPECIAL ASSISTANT TO SN FOR STRATEGIC
BUSINESS INITIATIVES
DIRECTOR, OFFICE OF PROGRAM APPRAISAL

Subj: VIRTUAL CORRESPONDENCE

Attached white paper is a "notional" approach, which would encourage the use of "virtual correspondence" in the DoN.  While we might wish to take a more gradual approach, the actions outlined in the white paper would result in a significant reduction of paper correspondence.

Would appreciate your thoughts and/or proposed edits/changes on the attached NLT November 9.

Once I've received your comments, I'll determine the "next step" in coordination with you.  Thank you.

Susan Morrisey Livingstone

Attachment

OPTIONAL FORM 99 (7-90)

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| To Mr Ron Turner | From CDR Baca |
|---|---|
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DRAFT

MEMORANDUM FOR DISTRIBUTION

SUBJECT:     Virtual Correspondence

The September 11 terrorist attacks on the United States instantaneously changed our perception of the fragility of life and how we live our daily lives. In the ensuing aftermath of the attacks, the United States Postal Service has been disrupted by the introduction of Anthrax into the mail system. While technological advances, in large part, were shepherding us into the 21$^{st}$ century and enabling us to move to a digital environment, the catastrophic events since September 11 have made the immediate transition to virtual correspondence an imperative.

Effective immediately, all Naval activities will use virtual correspondence to the maximum extent practical. This means the widest use of e-mail capabilities to transmit correspondence, as well as the use of fax, the WEB, and electronic forms as alternatives to physically mailing and delivering documents. It is essential that you coordinate actions and addresses with internal and external customers to ensure the smooth flow of both incoming and outgoing correspondence.

Actions Naval activities must take to enable this policy are:

- Populate and update the Navy-Marine Corps White Pages, ensuring addresses are accurate and current for military and civilian personnel.
- Designate specific addresses/electronic mailboxes for incoming correspondence to facilitate the increased flow of virtual correspondence.
- Employ digital signatures on official correspondence.
- Implement transactional strategies in command web sites to eliminate the need for administrative correspondence.
- Review and understand restrictions imposed by firewall policies and server protocols to ensure that correspondence is not returned to sender.
- Consider bandwidth availability and limitations to ensure uninterrupted and timely correspondence transmission.
- Ensure that all documents deemed to be official Department of the Navy records are maintained in accordance with SECNAVINST 5212.5D.
- Take other such actions as necessary to encourage and promote virtual correspondence.

Echelon II and III Commanders will report progress in implementing this policy to the Department of the Navy Chief Information Officer (CIO) via Service CIOs within sixty days from the date of this Memorandum.

Recent events have caused all of us to reassess how we conduct our business in the face of the new terrorist threat to our homeland. Our transition to virtual correspondence is an important action we can take to mitigate this threat. I know I can count on your total support in implementing this policy.

DRAFT